

❖ PIONEER MEDICAL CENTER
JOB DESCRIPTION

JOB TITLE **Certified Nursing Assistant (CNA)**

REPORTS TO: RN, LPN, Director of Nursing,
Assistant Director of Nursing

EVALUATES: None

PURPOSE OF THIS POSITION:

Under general supervision of the Licensed Nurse or medical provider assists residents with those activities of daily living that they are unable to perform without help, fostering at all times residents' independence and freedom of choice. Works collaboratively with the medical provider, RN, and LPN to meet the physical, psychosocial, educational, and spiritual needs of the patient/resident and their families. All responsibilities will be conducted in a manner that is consistent with the philosophy, mission and vision of Pioneer Medical Center.

ESSENTIAL JOB FUNCTIONS

1. Leadership:

- ◆ Supports and practices the mission and philosophy of Pioneer Medical Center.
- ◆ Plans and completes duties with minimal direction from supervisor
- ◆ Works collaboratively with peers and other team members
- ◆ Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations.
- ◆ Follows up and communicates with appropriate staff, residents, or other individuals regarding reported complaints, problems, and concerns.
- ◆ Makes a positive contribution to the lives of our residents by practicing and demonstrating our Service Expectations as described in the Employee Handbook in all interactions with residents, families, and other staff.
- ◆ Identifies needs and sets goals for self growth and development. Maintains all certifications and Continuing Education required for employment.

2. Activities of Daily Living (ADLS): Provides assistance with:

- ◆ Dressing and undressing (clothing should be clean and appropriate for the season)
- ◆ Personal Hygiene (shaving, dental hygiene, nail care, hair care, foot care, skin care perineal -anal care)

- ◆ Bathing (when Tub person is not available).
- ◆ Toileting before meals, after meals, before activities and whenever requested.
- ◆ Mobility devices (cane, walker, wheelchair, crutches and appropriate lift devices) including monitoring of safe transfer and ambulation techniques
- ◆ Care of ADL devices such as eyeglasses, contact lenses, hearing aids, and dentures.

- ◆ **Restorative Certified Nursing Assistant**
- ◆ Performs restorative care under the supervision of the PCC
- ◆ Restorative care enables residents to achieve and/or maintain their highest practicable level of function with minimal assistance. By focusing on the residents' strengths and building on them.
- ◆ To maintain or improve residents' functional abilities in eating, bathing, dressing, grooming, mobility/ambulation, transfers and bowel/bladder control.
- ◆ Regularly communicating with rehabilitation staff (physical therapy, occupational therapy, and speech therapy).

3. Instrumental Activities of Daily Living: Provides assistance with:

- ◆ Telephone (assists with calls, hearing and vision adaptive devices)
- ◆ Housekeeping tasks such as bed changes, bed making, emptying trash, cleaning of wheel chairs, Lifts, floor mats, cleaning residents refrigerators and other assistive devices. (when necessary vacuuming, cleaning bathrooms)
- ◆ Laundry (monitor patients personal belongings, mark name appropriately, handle and transfer dirty linens according to PMC policies and procedures).
- ◆ Escorts residents and coordinates internal transportation needs

4. Health Maintenance and Monitoring Tasks:

- ◆ Observes and reports promptly changes in residents' physical condition and cognitive/emotional & behavioral status to charge nurse, ADON, or Patient Care Coordinator.
- ◆ Conducts room checks and resident rounds
- ◆ Observes and reports any unsafe condition or operational problem to any member of the management team. (environmental and safety hazards)
- ◆ Records incidents, errors or accidents
- ◆ Records resident and resident-related events (to include, food and fluid intake, Measure and records the output from bodily functions, including basic foley catheter care. Obtains stool, urine and sputum samples as directed by the licensed nurse or medical provider.
- ◆ Provide daily restorative care to include assistive ambulation.
- ◆ Obtains and records vital signs, including blood pressure, pulse, respiration's, and temperature.

5. Dining

- ◆ Assists in a variety of tasks related to dining (escort residents to dining room, set up and feed, serve meals and provide any assistance required.

- ◆ Record and monitor all fluid and oral intake to include snacks and supplements on appropriate paper work.

- ◆ **Certified Nursing Assistant Dining Hostess**

- ◆ Performs basic dining assistance care as directed by the dietary and nursing supervisor.
- ◆ Measures and records, and provides for resident intake of food and fluid and the amount of assistance the resident requires.
- ◆ CNA Dining Hostess assist patients/residents with dining activities such as feeding assistance, service of meals, meal service preparation and set-up, after meal cleaning, busing tables, social interaction, meal selection, and other activities related to residents dining assigned. Assists with any other resident activities taking place in the dining room.

6. Activity Program:

- ◆ Responsible for participating in and supporting the resident-centered activity programs.
- ◆ Responsible to communicate with Activity Aides for residents' activity schedule, wake, prepare and ready resident for activity and when possible assist the Activity Aides with transportation to and from activities.
- ◆ Responsible for weekend after dinner activities (mandated by State Regulations)

7. Emergency Preparedness;

- ◆ Responds to and acts appropriately in emergency or disaster situations.

8. Administrative Responsibilities;

- ◆ Completes in a timely manner all necessary forms and paperwork
- ◆ Responsible for Time and Attendance Sheets and completion of Allocation Sheets in a timely manner.
- ◆ Notifies and reports to Nursing Floor Manager any resident care needs or supplies.

9. Other Duties:

- ◆ Demonstrates an appreciation of the heritage, values, and wisdom of the residents and an understanding of the aging process.
- ◆ Attends and participates in staff meetings (at least one a month, mandatory)
- ◆ Participates in in-services, projects or committees as assigned or volunteered.
- ◆ Assists with quality assurance programs when indicated
- ◆ Assists in mentoring and training of new staff
- ◆ Must be capable and available, if needed, to assist with acute care.

10. Qualifications:

- ◆ Must be able to think, act, and intervene independently in both routine and emergency situations. Must be self-motivated and function as an "in charge person"
- ◆ Must be able to relate to residents and staff in a "Respectful," courteous and diplomatic manner under all circumstances.

- ◆ Must be able to work flexible hours and participate in holiday activities
- ◆ Formal nurse aide training and current Montana CNA certificate.

11. Working Conditions:

- ◆ Exposed to body fluids, infection, odors, and behavior of residents.
- ◆ Exposed to chemicals/cleaning solutions

12. Physical Demands:

- ◆ Must be able to lift/push up to 50 pounds
- ◆ Must be able to walk four miles daily
- ◆ Must be able to lift, carry, stand, bend, squat, crawl, reach, and kneel using good body mechanics for sustained periods or time
- ◆ Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- ◆ Must be in good general health and demonstrate emotional stability in order to cope with the physical, mental and emotional stress of this position.
- ◆ Must be able to handle numerous interruptions as well as the noise level of monitoring devices and equipment.

PREPARED ON:

REVIEWED AND ACCEPTED

Kim Flowers RN/DON

Effective Date:

Reviewed/revised April 26, 2009

I have read and understand the functions and requirements of this position. I agree to abide by the requirement set forth and will perform all duties to the best of my ability. I understand that this is not to be considered an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties for this position.

Employee's Signature

Date

Supervisor's Signature

Date